

GSA/FAS
Vendor Support Center
Schedules Input Program (SIP)
Version 7.x Documentation

November 2015

VSC-SIP-VER 7.8

Table of Contents

1	GENERAL INFORMATION	1-1
1.1	Introduction.....	1-1
1.2	GSA <i>Advantage!</i> Overview.....	1-1
1.3	Schedules Input Program (SIP).....	1-1
1.4	Vendor Support Center (VSC)	1-1
1.5	GSA Contract Award.....	1-1
1.6	GSA <i>Advantage!</i> Catalog Upload Process	1-1
2	GETTING STARTED	2-1
2.1	SIP Registration	2-1
3	SIP DATA ENTRY	3-5
3.1	Contractor Information Screen	3-5
3.2	Primary Contract Information Screen	3-6
3.3	Product Information Screen	3-13
3.3.1	Quantity Volume Discount Breaks.....	3-15
3.3.2	Dollar Volume Discount Breaks	3-15
3.4	Accessories Information Screen	3-16
3.5	Options Information Screen.....	3-18
4	ADDING PRODUCT PHOTOS.....	4-19
4.1	Adding Photos Using Product Information Screen.....	4-19
4.2	Adding Photos in the Photo Screen	4-20
5	IMPORTING PRODUCTS	5-21
5.1	Import Program Overview	5-21
5.2	Building Import Files.....	5-21
5.3	Shortcut for Building Import Files.....	5-21
5.4	Adding Photos Using Spreadsheets	5-22
5.5	Importing Files into SIP.....	5-22
6	ENTERING SERVICE CATALOG INFORMATION	5-24
6.1	Creating Text Files	5-24
6.2	Attaching Text Files to SIP	5-24

7	UPLOADING CATALOG INFORMATION.....	6-1
7.1	SIP Upload File Types	6-1
7.2	Firewall Settings	6-1
7.3	SIP Upload Instructions	6-1
7.4	Uploading/Using VSC Website.....	6-1
7.5	Website Upload Conditions	6-2
8	DOWNLOADING AND PROCESSING RESPONSE FILES	7-2
8.1	Downloading and Processing Files	7-3
8.2	Connectivity Errors	7-3
9	BACKING UP AND RESTORING SIP DATA	8-4
9.1	Backing up SIP Data	8-4
9.2	Restoring SIP Data.....	8-5
10	UPGRADING SIP VERSION	9-5
10.1	Upgrading SIP Version 7.x with Firewall	9-6
10.2	Upgrading From SIP Version 7.2.....	9-6
11	VENDOR SUPPORT CENTER CONTACT INFORMATION.....	10-6

1 GENERAL INFORMATION

1.1 Introduction

The Schedules Input Program (SIP) Version 7.x Users Guide defines the process, procedures and tools used to maintain and support the SIP software by the General Services Administration/Federal Supply Services (GSA/FAS) Vendor Support Center (VSC).

1.2 GSA Advantage! Overview

GSA Advantage! is a web-based system used by vendors to provide their products and/or services to government buyers. *GSA Advantage* allows vendors to sell to the government without obtaining agency specific contracts.

1.3 Schedules Input Program (SIP)

SIP is a proprietary software program provided by GSA to assist contract holders with uploading their electronic catalog.

1.4 Vendor Support Center (VSC)

The VSC supports GSA contract holders that use SIP to upload their data. The VSC also supports password related issues concerning e-Buy and 72(a).

1.5 GSA Contract Award

Any contractor interested in providing products and/or services to the government may benefit from obtaining a GSA contract. Most government buyers use *GSA Advantage!* to search and shop for products and/or services. Companies that wish to acquire a GSA contract must contact a GSA Procurement Contracting Officer (PCO) to obtain the necessary documentation. GSA e-Offers is another tool used to obtain a GSA contract.

1.6 GSA Advantage! Catalog Upload Process

After a contract is awarded, the contract must be registered with the VSC. Following registration, a unique password will be assigned to the contract. This password will be used for electronic catalog submission via SIP. Catalog information is then entered into SIP and uploaded. The PCO will receive the file and check for consistency between the electronic file and the written contract. After verification and approval in CORS (Contract Officer Review System) the file is posted in *GSA Advantage!*.

Acronyms and Abbreviations

The acronyms and abbreviations used in this document are listed and defined in the table below.

Acronym	Definition
ATSM/EPA	Acute Traumatic Stress Management/Environmental Protection Agency
CPG	Comprehensive Procurement Guidelines
EDI	Electronic Data Interchange
FOB	Free On Board
FAS	Federal Acquisition Service
FTP	File Transfer Protocol
GBL	Government Bills of Lading
GSA	General Services Administration
MB	Megabyte
NSN	National Stock Number
PCO	Procurement Contracting Officer
QYY/VOL	Quantity Volume
SIN	Special Items Numbers
SIP	Schedules Input Program
VER	Version
VSC	Vendor Support Center

2 GETTING STARTED

2.1 SIP Registration

You must register your contract before you can upload your catalog. To register, visit the VSC website at (<http://vsc.gsa.gov>).

Vendor Support Center
Federal Acquisition Service

I Want a Contract | All Things Green | Marketing | Administration | Education

Welcome to the New VSC

The Vendor Support Center(VSC) is a one-stop resource to help GSA's commercial partners succeed in the federal government marketplace.

Click here to learn more about the new site

Updates & Information

Introducing the PROFESSIONAL SERVICES SCHEDULE (PSS)

Effective September 30, 2015, the MOBIS (874), AIMS (541), FABS (520), Language (738II), Logworld (874V), PES (871) and Environmental (899) schedules will no longer be available as individual MAS programs. All of the services covered under these schedules, and all of the existing contractors will be available under the new PROFESSIONAL SERVICES SCHEDULE (PSS), effective October 1, 2015. Additional information pertaining to the Professional Services Schedule (PSS) program can be found on the Interact - Professional Services Category Community and from the Professional Services Schedule page.

[view all](#)

Vendor ToolBox

Get Started
Research - Analyze - Decide
ToolBox Brochure

Already on Schedule?

Do you need to register your contract to use GSA Advantage!, eBuy or one of our eTools?

[Register](#)

Can't find what you're looking for? We're here to help

Click [here](#) to locate the right person to talk to.

[Get help now](#)

Getting on Advantage!

[Register](#)
[Vendor Start-up Kit](#)
[SIP - Download Software](#)
[SIP Training](#)
[Check Your File Status](#)
[Part Numbers](#)

[view more](#)

EDl Documentation

[Advantage! EDI Docs](#)
[EDD EDI Docs](#)
[Lookup Tables](#)

Popular Pages

[72A Online Reporting](#)
[Mass Mod System](#)
[IOA and ACO Locator](#)
[Updates and Information](#)
[CAV](#)
[eMod](#)

[view all](#)

Stay Connected

[Facebook](#) - [Twitter](#) - [Youtube](#) - [GSA Interact RSS](#)

Select “Register” Then select your contract type in the drop down box and enter in your contract number.

Home / Register / Register your Contract

Register your Contract to use our eTools

eBuy is an innovative web-based Request for Quote (RFQ) tool used by Federal purchasers (buyers) to facilitate the request for and submission of quotes for supplies and services offered through GSA acquisition vehicles: GSA Multiple Award Schedules (MAS), Government-wide Acquisition Contracts (GWACs), Network Service and Telecommunication, One Acquisition Solution for Integrated Services (OASIS), and Federal Strategic Sourcing Initiative (FSSI) Office Supplies (OS3) Third Generation contracts. For more information on the advantages of eBuy, [view Benefits of eBuy](#).

Additional information for Multiple Award Schedule (MAS) contracts:

- In order to participate in eBuy you must: 1) register your contract with the GSA Vendor Support Center, and 2) post your MAS catalog on GSA Advantage!
- If you already have your MAS catalog on GSA Advantage! - you may simply go directly to eBuy and enter your registration user id/password (assigned when you registered for GSA Advantage! via SIP/EDI). Note: Upon logging in for the first time, you will be prompted to select the categories you want to receive RFQ notices.

Registering your contract will allow you to upload your catalog file to GSA Advantage! using SIP or EDI. You will need to have a few pieces of information when registering:

- Contract Number
- DUNS Number

If you register with the wrong DUNS number, please call the Vendor Support Center @ 877-495-4849.

Contract Type MAS / VA

Contract Number

Continue

The SIP registration form is shown below. All required information is indicated by an asterisk (*):

Vendor Support Center - GSA Federal Supply Service - Microsoft Internet Explorer

Address: http://vsc.gsa.gov/registration/con_fill_reg.cfm

Skip Navigation VSC Home SIP User EDI User Support Center Lookup Tables

Register(SIP, EDI, 72A, e-Buy)

Registration Form...
Denotes required fields *

Please complete the form below

* Contract #:

* DUNS #:

* Company:

* Address 1:

Address 2:

* City:

* State:

* ZIP:

* Country:

* Registration Type: SIP [What's the difference?](#)

* First Name:

* Last Name:

* Login Name:

* Fax #:

* Phone #:

* Alt Phone:

* E-Mail:

* Alt E-Mail:

Schedule #:

Complete Registration Cancel

<http://vsc.gsa.gov/>

After registration is complete, a confirmation will be sent to the email address provided. The confirmation will include a unique password used for SIP uploads and GSA e-Buy

***Before you can access e-Buy, you must upload a catalog using the SIP software or EDI. The file must then be approved by your GSA Contracting Officer. If your products or services are not posted on www.gsaadvantage.gov, you will not have access to eBuy.**

SIP Download and Installation

SIP can be downloaded from the VSC website (https://vsc.gsa.gov/sipuser/sip_download.cfm).

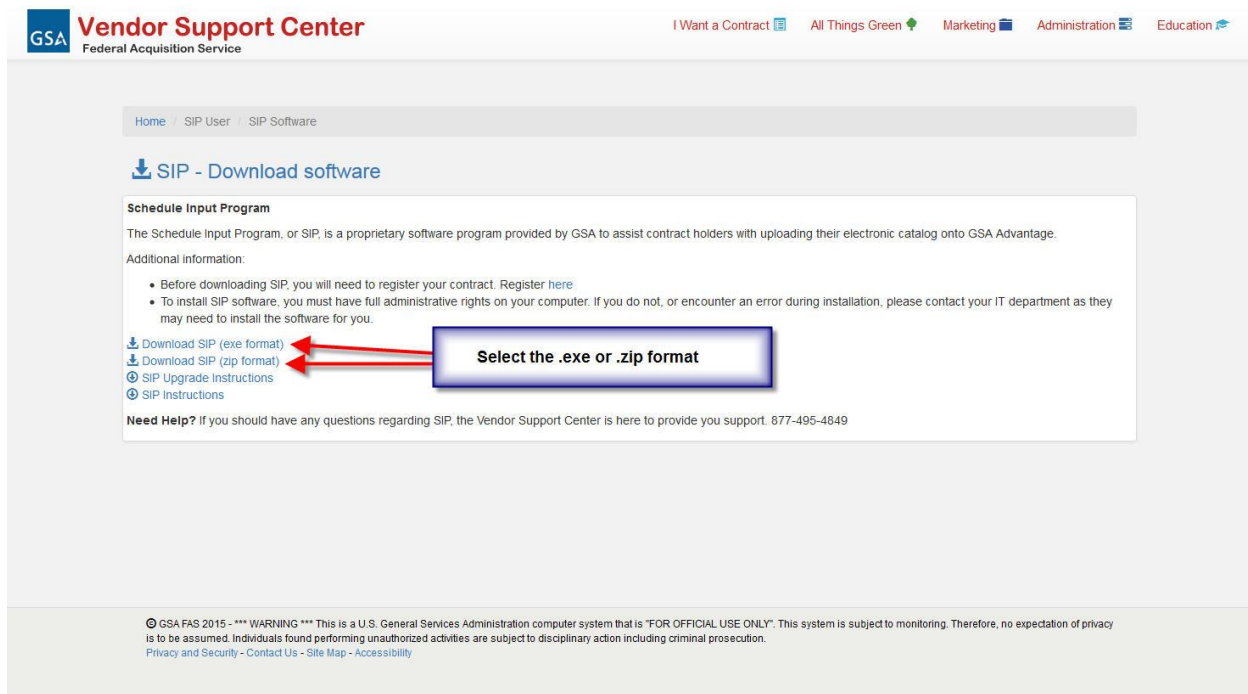
System requirements: Windows XP/VISTA/Windows 7, Windows 8, Windows 10 Operating System, Pentium II processor, 32 MB of RAM, internet capabilities and 12 MB of hard disk space.

*** Note – Depending on the amount of product data, more disk space may be required.**

The screenshot shows the GSA Vendor Support Center website. At the top, there's a navigation bar with links like 'I Want a Contract', 'All Things Green', 'Marketing', 'Administration', and 'Education'. The main content area has a large banner for 'GSA ReverseAuctions' with a video player. Below this, there are several boxes for different services and resources. A red arrow points from a box labeled 'CLICK HERE DOWNLOAD SIP' to the 'SIP - Download Software' link in the 'Getting on Advantage!' section.

The SIP program is available in two formats (.exe and .zip). The download files are approximately 9.6 MB in size. Vendors with firewalls that will not allow the download of .exe file will want to download the .zip format.

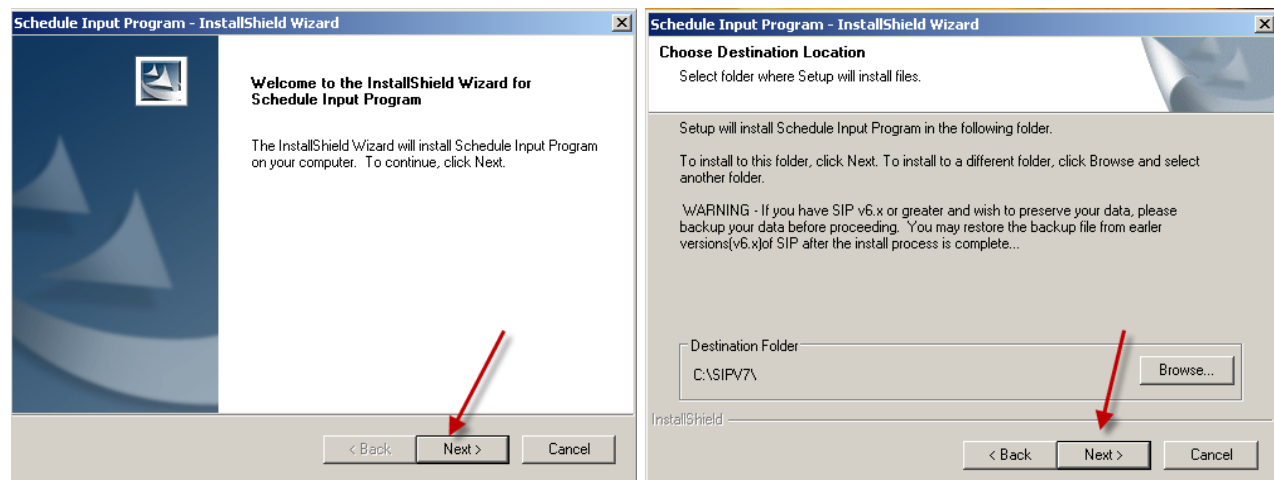
Note: You must have full administrative rights on your computer to install the SIP software. If you do not or encounter an error during installation, please contact your IT department. They may need to install the software for you.

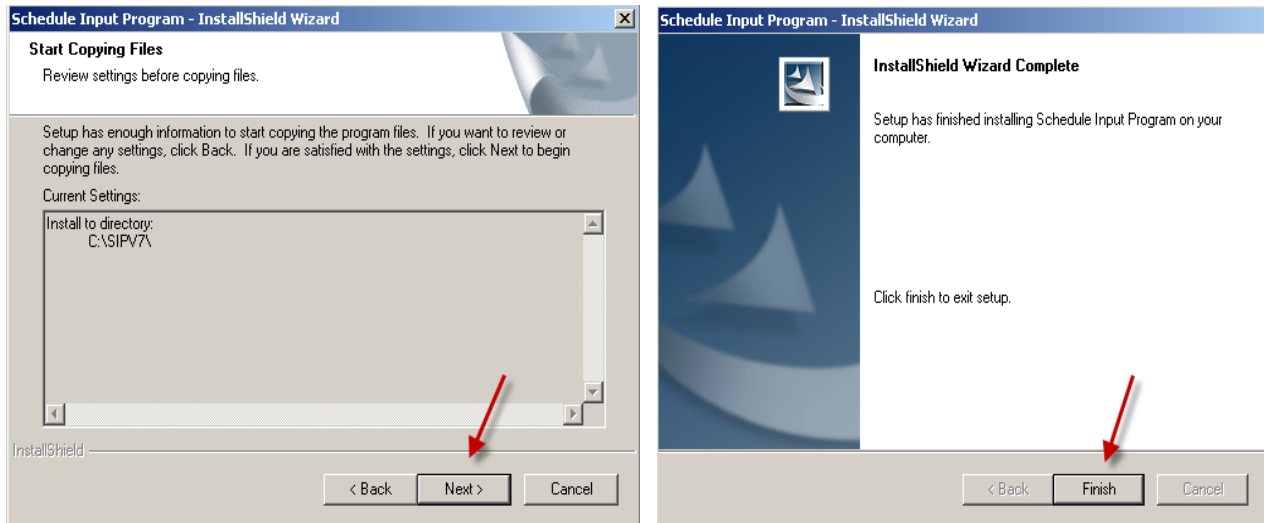


Step 1: Download and install the .exe or .zip format.

Step 2: Select "Next" on each of the dialog boxes to accept the default settings.

Step 3: Select "Finish" to complete the installation.





3 SIP DATA ENTRY

If you have a newly installed SIP program you will receive the following dialog box when you open the software. If you have used SIP before, you will not see the below dialog box.

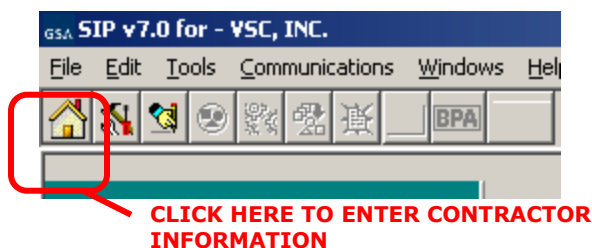


If your company has already registered using the steps in section 2, select “Already Registered”. If your company is brand new and have not registered, select “Register”. If you selected “Already Registered” proceed to section 3.1 “Contractor Information”. If you have not registered, select “Register” and go back to section 2

3.1 Contractor Information Screen

In the Contractor Information screen you will enter information such as DUNs number, password provided by GSA (Password you received after you registered your contract in section 2) and company address.

Step 1: Select “File” → “Open” → “Contractor” or select the “Contractor” icon shown below. This icon is located in the top left corner of the SIP software.



Step 2: Select “Edit” on the top tool bar Shown with the arrow below. This will highlight the fields and allow you to edit the fields. If the fields are all gray, it will not allow you to edit the data.

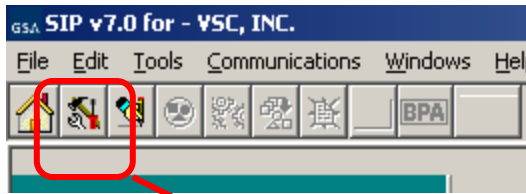
Step 3: Enter contractor information and click “Save” at the top of the program.

Please see the **Index** for field descriptions

Step 4: Close the Contractor Information Screen.

3.2 Primary Contract Information Screen

Step 1: Select → “File” →”Open” → “Contracts” or select the “Contracts” icon shown below.



CLICK HERE TO ENTER PRIMARY CONTRACT INFORMATION

Step 2: Select “Add”.

Step 3: Enter all required and applicable contract information.

Browse Window

Contract number	Schedule	Catalog eff. date	Contract administrator
GS-00F-0000G	70	9/8/1998	JOHN SMITH

Input Window

Schedule number: 70

Contract number: GS-00F-0000G

Modification number:

Catalog effective date: 9/8/1998

Your company contract administrator info

Name: JOHN SMITH

Phone: 877-499-4849

Fax: 703-305-7944

E-mail: vendor.support@gsa.gov

Prompt pay info -- Maximum is 30 days.

0.005 % discount if paid in 10 days

0 % discount if paid in 0 days

Warranty: 0 NO WARRANTY

Production points: US or

What is the minimum order you will accept? \$ 300

Time of delivery: 10 days Delivered (after receipt of order)

FOB points

Continental US: D - Destination

Alaska: O - Origin-freight prepaid by seller

Hawaii: O - Origin-freight prepaid by seller

Puerto Rico: O - Origin-freight prepaid by seller

Please see the index for field descriptions

Step 4: Select “Save” when finished.

If this is the first time you are using SIP, it will automatically take you to the SIN Maximum Order screen (Step 5).

Step 5: The SIN/Maximum Order screen will appear. Enter Special Item Numbers (SIN's) and Maximum Order Limit(s).

Browse Window

Contract: GS-99F-9999A Press F1 for field help

Special item number	Maximum order
132-51	500,000
132-8	500,000

Input Window

Maximum order based on
☒ Special item number ☐ Contract

SIN: 132-51 Maximum order: 500000

Please indicate below the products or services you provide under this SIN:

- ☐ IT FACILITY OPERATION AND MAINTENANCE
- ☐ IT SYSTEMS DEVELOPMENT SERVICES
- ☐ IT SYSTEMS ANALYSIS SERVICES
- ☐ AUTO INFO SYSTEM DESIGN INTERGRATION

Some SIN may require “Sub SIN’s” or sub-categories. Not all SIN have sub SIN’s. At least one of these sub SIN’s must be selected (checked) in order for the selected SIN to be saved.

NOTE: For each sub SIN selected, it must be attached to at least 1 product. For a list of SIN’s that require sub SIN’s please see the index.

Step 5: Select “Save” and close the SIN/Maximum Order screen.

Step 6: The Dealer/Sales Office Addresses screen will appear. If the address for receiving orders and/or payments is the same as the address entered in the “Contractor Screen”, select No and do not complete this screen. Select Yes if you have Dealer/sales offices and then fill out the information and then select “Save”

Note: Dealers/Sales offices are other locations or authorized entities to make transactions on your behalf. If you not have dealers DO NOT complete this screen.

GSA SIP v7.4f for - IBASE TECHNOLOGY

File Edit Tools Communications Windows Help

Home Find Edit Save Cancel

GSA Dealer/Sales Office Addresses

Browse Window

Contract: GS-35F-0142T Press F1 for field Help

Dealer or sales office	City	State	Zip Code	Address ref. #
VENDOR SUPPORT CENTER	ARLINGTON	VA	22202	0000001

Input Window

Name of dealer, distributor or sales office.
 VENDOR SUPPORT CENTER

Address 1: 2100 CRYSTAL DRIVE **Address 2:**

Country: US **City:** ARLINGTON **State/Province:** VIRGINIA **Zip code:** 22202

Phone: 877-4954849 **Fax orders to: (this number must be correct to receive fax orders. Faxed is used as backup method)** 703-305-7944

Send Orders to this email address: (email entered will have access to orders via GSA PO Portal at www.poportal.gsa.gov)

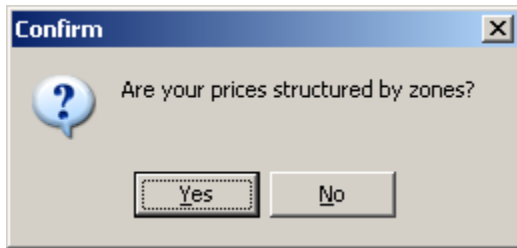
E-mail: VENDOR.SUPPORT@GSA.GOV

Re-enter E-mail: VENDOR.SUPPORT@GSA.GOV

Step 7: Close Dealer/Sales Office Addresses.

ZONES

If your pricing varies depending on what part of the country the buyer is located, use this screen.



GSA Zone Definitions

Contract: GS-99F-9999A

Press F1 for field Help

Assign a Zone Number (0-10) to States

If your prices vary by geographic/delivery zone, then assign zone numbers to each state (up to 10 zones). Please note that later you will be required to enter prices for each zone for every product/ accessory you enter.

Zone	State	Zone	State	Zone	State	Zone	State
	Alaska		Illinois		North Carolina		Rhode Island
	Alabama		Indiana		North Dakota		South Carolina
	Arkansas		Kansas		Nebraska		South Dakota
	Arizona		Kentucky		New Hampshire		Tennessee
	California		Louisiana		New Jersey		Texas
	Colorado		Massachusetts		New Mexico		Utah
	Connecticut		Maryland		Nevada		Virginia
	District of Columbia		Maine		New York		Virgin Islands
	Delaware		Michigan		Ohio		Vermont
	Florida		Minnesota		Oklahoma		Washington
	Georgia		Missouri		Oregon		Wisconsin
	Hawaii		Mississippi		Pennsylvania		West Virginia
	Iowa		Montana		Puerto Rico		Wyoming
	Idaho						

Ex 1: Prices in VA,MD, DC, NC,PA are different from anywhere else in the country. In this example VA,MD,DC,NC,PA would be Zone 1. All other states would be Zone 2. If you use this table each state must have a zone,


EX 2: Prices in FL, GA, SC are \$100. These would be Zone 1. Prices in CA, AZ, WA are \$150. These would be Zone 2. All other states are \$125. The rest of the states would be Zone 3. All states must have a zone number if this table is used.

Note: Do not complete this table if your prices are the same across the country. Leave the entire table blank

COLORS/FABRICS

If your items have color or fabric options, enter the information here.

Confirm [X]

 If many of your product or options have color or fabric choices, You may use this input screen to build a Colors/Fabrics Table of all of the choices. Later, at the "Option" tab, you may easily assign color or fabric choices for products or product options. Enter information now?

GSA Colors/Fabrics [Min] [Max] [Close]

If many of your product or options have color or fabric choices, You may use this input screen to build a Color/Fabrics Table of all of the choices. Later, at the "Option" tab, you may easily assign color or fabric choices for product options.

Browse Window

Contract: GS-99F-9999A Press F1 for field help

Type	Color	Color # or Part #
▶		

Input Window

Type:


Color:

Color # or part #:

SPECIAL CHARGES

If your items have additional charges enter that information here.

Confirm [X]

 Are there special charges applicable to all products under this contract?

GSA Special charges [Min] [Max] [Close]

Browse Window:
Contract: GS-99F-9999A Press F1 for field help

Services	Charges	Per	Description/conditions
▶ ASSEMBLY			
EXPEDITING PREMIUM			
INSIDE DELIVERY			
INSTALLATION			
LAYOUT/DESIGN			
ONE DAY SERVICE			
SAME DAY SERVICE			
SATURDAY DELIVERY			
TRAINING			
TWO DAY SERVICE			

Input Window:

Services:	Charges:	Per:	Description/conditions:
ASSEMBLY			

Step 9: Close the Special Charges screen.

3.3 Product Information Screen

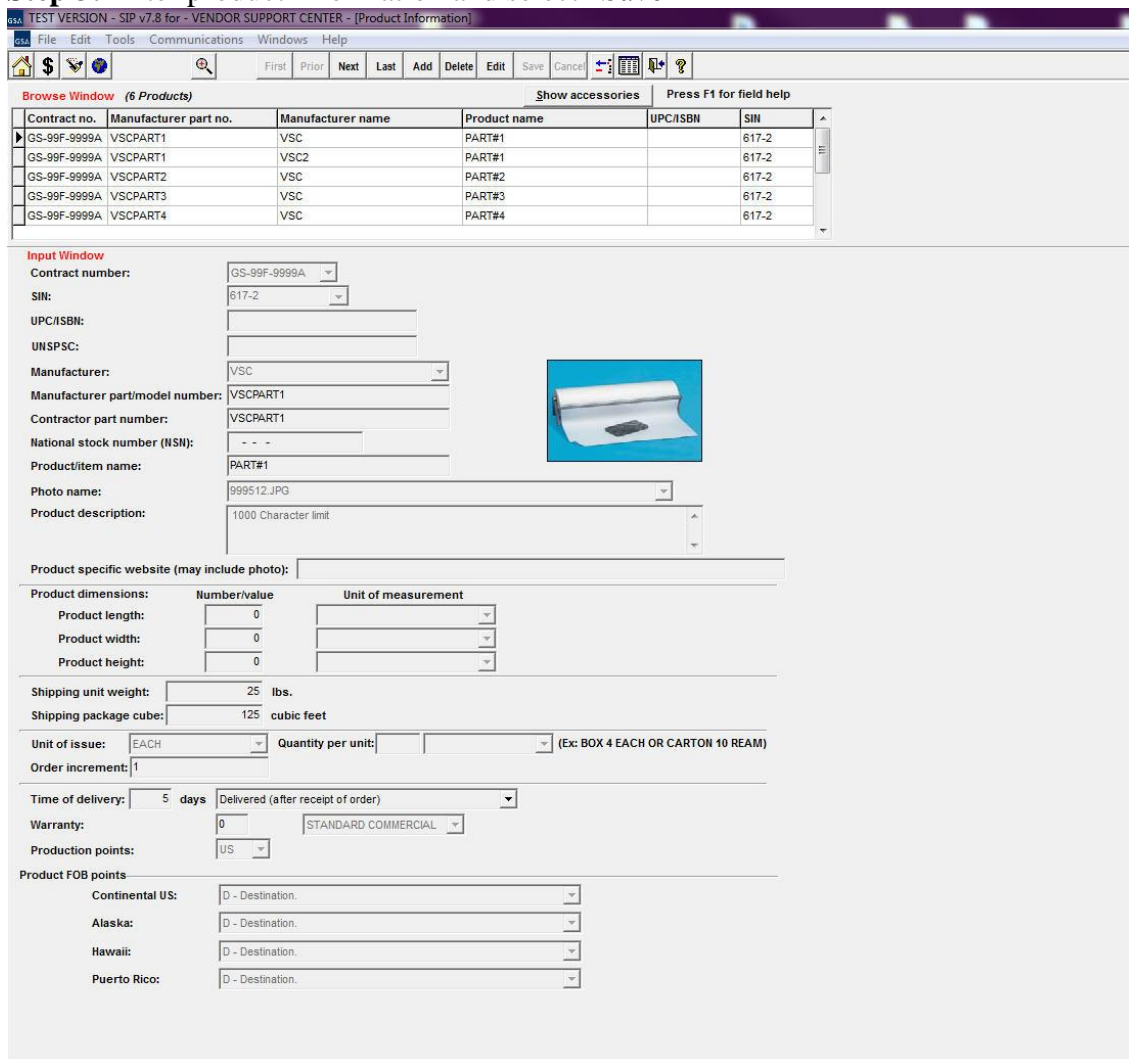
(Do not enter services in this screen. See section 6.1 on how to enter a text file.)

Step 1: Select “File” → “Open” → ”Products” or select the “Products” icon shown below.



Step 2: Select “Add”.

Step 3: Enter product information and select “Save”



Contract no.	Manufacturer part no.	Manufacturer name	Product name	UPC/ISBN	SIN
GS-99F-9999A	VSCPART1	VSC	PART#1		617-2
GS-99F-9999A	VSCPART1	VSC2	PART#1		617-2
GS-99F-9999A	VSCPART2	VSC	PART#2		617-2
GS-99F-9999A	VSCPART3	VSC	PART#3		617-2
GS-99F-9999A	VSCPART4	VSC	PART#4		617-2

Contract number:	GS-99F-9999A
SIN:	617-2
UPC/ISBN:	
UNSPSC:	
Manufacturer:	VSC
Manufacturer part/model number:	VSCPART1
Contractor part number:	VSCPART1
National stock number (NSN):	- - -
Product item name:	PART#1
Photo name:	999512.JPG
Product description:	1000 Character limit

Product dimensions:	Number/value	Unit of measurement
Product length:	0	
Product width:	0	
Product height:	0	

Shipping unit weight:	25	lbs.
Shipping package cube:	125	cubic feet

Unit of issue:	EACH	Quantity per unit:		(Ex: BOX 4 EACH OR CARTON 10 REAM)
Order increment:	1			

Time of delivery:	5	days	Delivered (after receipt of order)
Warranty:	0	STANDARD COMMERCIAL	
Production points:	US		

Product FOB points	
Continental US:	D - Destination.
Alaska:	D - Destination.
Hawaii:	D - Destination.
Puerto Rico:	D - Destination.

Please see the index for field descriptions

Step 4: The Price Information screen will appear. Enter your pricing information and select “Save” when finished.

The screenshot shows the 'GSA Product - Price Information' window. At the top, it says 'Mfg. part: PC01' and 'Press F1 for field help'. Below this are fields for 'Unit of issue' (EA), 'Order increment or minimum', 'Qty per unit', and 'Standard pack'. There are buttons for 'Show State Zones' and 'Calc GSA Price'. The main section is a table with columns: 'Zone', 'Catalog price', 'GSA price', 'Discounts', 'Temporary price', and 'Effective dates' (From, To). The first row shows a catalog price of \$500.0000, a GSA price of \$475.0000, and a 'Qty/Vol' button. The temporary price is \$0.0000.

Zone	Catalog price	GSA price	Discounts	Temporary price	Effective dates
					From To
	\$ 500.0000	\$ 475.0000	Qty/Vol	\$ 0.0000	

Please see the index for field descriptions

If you have quantity discounts/dollar volume discounts, select the “Qty/Vole” button shown below and select “Edit”.

This screenshot is similar to the previous one but for 'Mfg. part: CHEM01'. The 'Catalog price' is \$0.0000 and the 'GSA price' is \$0.0000. The 'Qty/Vol' button is highlighted with a red box. The 'Temporary price' is also \$0.0000.

Zone	Catalog price	GSA price	Discounts	Temporary price	Effective dates
					From To
	\$ 0.0000	\$ 0.0000	Qty/Vol	\$ 0.0000	

CLICK HERE TO ENTER QUANTITY/DOLLAR VOLUME DISCOUNTS

3.3.1 Quantity Volume Discount Breaks

	Start range	End range	GSA price	Discount %
1 Quantity break	0	0	\$0.0000	0.0000%
2 Quantity break	0	0	\$0.0000	0.0000%
3 Quantity break	0	0	\$0.0000	0.0000%
4 Quantity break	0	0	\$0.0000	0.0000%
5 Quantity break	0	0	\$0.0000	0.0000%
6 Quantity break	0	0	\$0.0000	0.0000%
7 Quantity break	0	0	\$0.0000	0.0000%

Insert 99999999 if the range is '+' or up to maximum order

Discount conditions:

Clear
All
Page
Copy
All
Page

3.3.2 Dollar Volume Discount Breaks

	Start range	End range	GSA price	Discount %
1 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
2 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
3 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
4 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
5 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
6 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
7 \$ Volume break	\$0	\$0	\$0.0000	0.0000%

Insert 99999999 if the range is '+' or up to maximum order

Discount conditions:

Clear
All
Page
Copy
All
Page

Save and close this screen. You will be redirected back to the “Price” screen.

Step 5: Close the Price Information screen.

Step 6: The Environmental/Special Features screen will appear as shown below. Complete this screen various product features apply.

GSA Product - Environmental/Special Features

Mfg.Part No: VSCPART1

Instructions: please indicate below all environmental or special features applicable to this item. **Important:** new legislation now requires Federal Agency to purchase environmentally friendly items. It is important that you accurately indicate the environmental features of your items, as this may have a direct impact on future sales.

Check all features that apply. If Section 508 item is checked, you may enter a URL below that will provide customers additional information about the 508 features of this product. Grayed out features are not applicable to this item. Click on links below for more information.

Environmental Features:

- ☐ **FEMP** [FEMP Energy Efficiency item](#) -item meets Federal Energy Mgmt Program energy efficient levels as required by EO 13123 and 13221
- ☐ [Comprehensive Procurement Guidelines \(CPG\) compliant](#) -meets/exceeds EPA Recovered Material advisory Notice (RMAN) standard
- ☐ [Low Volatile Organic Compounds \(VOC - paints\)](#)
- ☐ **PRIME** [PRIME program item](#) -included in Navy's Plastics Removal in Marine Environment Program
- ☐ [Shipboard Use Approved item](#) -evaluated and tested by the US Navy and documented for use on Navy ships
- ☐ **NESHAP** [NESHAP compliant item](#) -as established by National Emission Standard for hazardous Air Pollutant (NESHAP) regulation
- ☐ [GreenSeal item](#) -certified to meet or exceed voluntary standards for environmental preferable as established by GreenSeal
- ☐ **SNAP** [EPA Significant New Alternatives Program approved item](#) -meets the EPA Significant New Alternatives Program criteria requirement
- ☐ [Biodegradable](#) -item is readily biodegradable in accordance with 40 CFR 796, Chemical Fate Testing
- ☐ **BIO** [BioPreferred item](#) -item meets or exceeds USDA biobased content requirements.
- ☐ [WaterSense item](#) -item approved by EPA WaterSense program and meets or exceeds water efficiency and performance standards.
- ☐ [Forest Stewardship Council](#) -wood in this item is certified to meet Forest Stewardship Council's principles, criteria and standards
- ☐ [EPA Primary Metals Free item](#) -item is free of cadmium, lead and/or mercury; chemicals included on the "31 Priority Chemical List"
- ☐ [GreenGuard certified](#) -item meets GREENGUARD certification requirements for acceptable air standards for low-emitting indoor products

Special Features:

- ☐ **508** [Section 508 item](#) -Electronic/Information Technology item containing Section 508 features.
- ☐ [Ability One item](#) -mandatory source item available from NIB or NISH under the AbilityOne program
- ☐ **UNICOR** [UNICOR item](#) -mandatory source item available from the U.S. department of Justices, Federal Prison Industries (UNICOR) program
- ☐ **Ergo** [Ergonomic item](#)
- ☐ **PPS** [Pre-purchased stock](#)
- ☐ [Scan code1](#) -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ [Scan code2](#) -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ [Scan code3](#) -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ [Hazmat item](#) -item contains hazardous material, UNID required

This product requires custom text when ordered (i.e. stamps,awards,stationary, etc.)

508 URL:

Scan code1:

Scan code2:

Scan code3:

UNID code:

Step 7: Repeat steps 2 - 7 to add additional items.

Step 8: Close Product Information screen.

3.4 Accessories Information Screen

Step 1: Select "File" → "Open" → "Accessories" or select the Accessories icon.



CLICK HERE TO ENTER ACCESSORY INFORMATION

Step 2: Select "Add".

Step 3: Enter Accessory information and select "Save".

Accessory Information

Browse Window (0 Accessories) Press F1 for field help

Contract no.	Manufacturer part no.	SIN	Accessory name	Manufacturer name	UPC

Input Window

Contract number:

SIN:

UPC/GTIN:

Manufacturer:

Manufacturer part/model number:

Contractor part number:

National stock number (NSN):

Accessory/item name:

Photo name:

Accessory description:

Accessory website address (URL):

Accessory dimension:	Number/value	Unit of measurement
Accessory length:	<input type="text"/>	<input type="text"/>
Accessory width:	<input type="text"/>	<input type="text"/>
Accessory height:	<input type="text"/>	<input type="text"/>

The Accessory screen is identical to the Product screen, with the exception of the “Attach Product” button

Step 4: The Accessory Price Information screen will appear. Enter price information and select “Save” when finished.

Step 5: Repeat steps 2 - 7 to add additional accessories.

Step 6: Close Accessory Information screen.

3.5 Options Information Screen

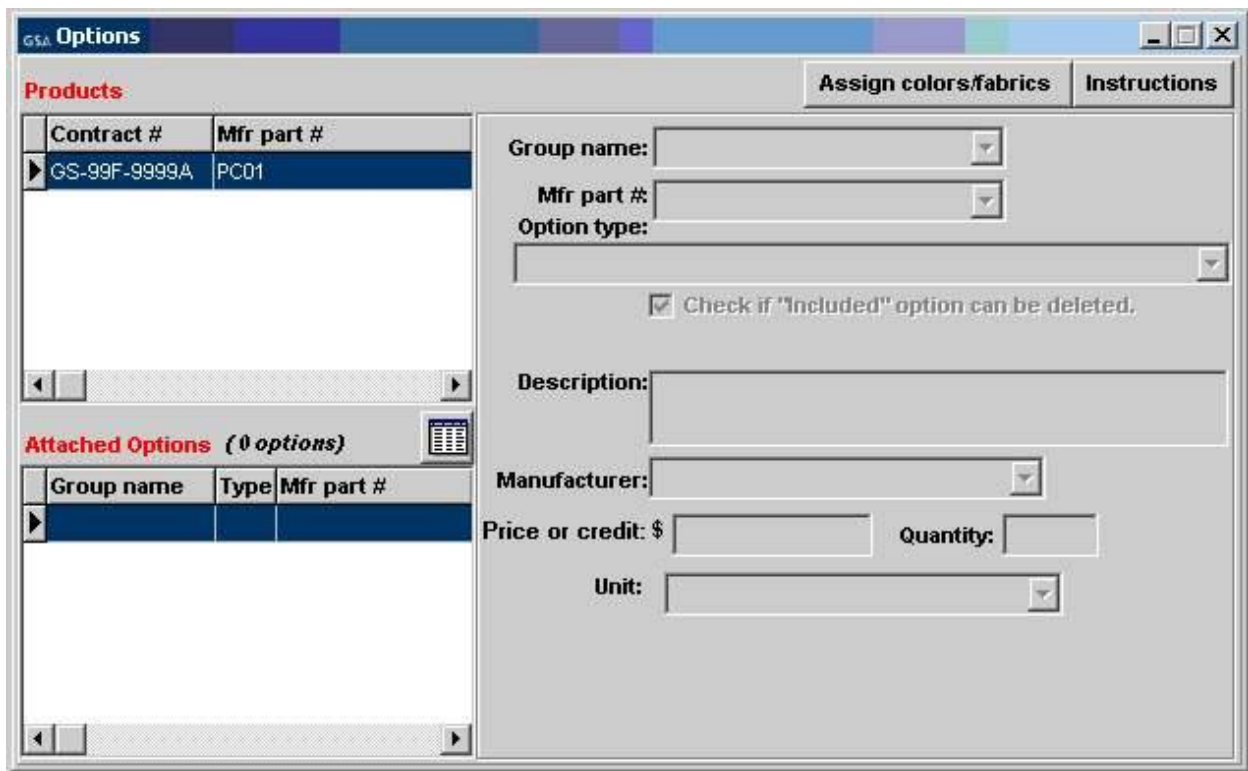
Step 1: Select “File” → “Open” → “Options” or select the Options icon.



CLICK HERE TO ENTER OPTION INFORMATION

Step 2: Select “Add”.

Step 3: Enter option information and select “Save”.



Contract #	Mfr part #
GS-99F-9999A	PC01

Group name	Type	Mfr part #
------------	------	------------

Group name:

Mfr part #:

Option type:

☒ Check if "Included" option can be deleted.

Description:

Manufacturer:

Price or credit: \$ Quantity:

Unit:

Step 4: Close Options Information Screen.

4 ADDING PRODUCT PHOTOS

Photos can be added using the Product Information Screen or the Photo Screen.

4.1 Adding Photos Using Product Information Screen

Step 1: Photo requirements:

- jpg format or gif format
- no larger than 1 MB
- file name can be no longer than 30 characters
- file name should not contain special characters (i.e. space, symbols, etc.)

Step 2: Place the images into the [C:\Program Files\SIPV7\photo](#) or [C:\SIPV7\Photo](#) folder.

Step 3: You can attach the photo in the Product Information screen by selecting a product, selecting “Edit” on the top tool bar, and then select the photo name drop down menu, and choosing appropriate photo file.

NOTE: Image of photo will appear in Product Information Screen once selected. Some images may seem distorted in the Product Information Screen. This does not indicate how the file will view on *Advantage!*. Images will show correctly on *Advantage!*.

The screenshot shows the 'GSA Product Information' window. At the top, there's a 'Browse Window' tab with '(16351 Products)' and buttons for 'Show accessories' and 'Press F1 for field help'. Below this is a table with columns: Contract no., Manufacturer part no., SIN, Product name, Manufacturer name, and UPC. The table lists four entries for 'OFFICE SUPPLIES' by 'AT-A-GLANCE'.

The 'Input Window' is active below the table. It contains several input fields: Contract number (dropdown), SIN (dropdown), UPC/GTIN (text), Manufacturer (dropdown), Manufacturer part/model number (text), Contractor part number (text), National stock number (NSN) (text), Product/item name (text), Photo name (dropdown), and Product description (text). The 'Photo name' dropdown is highlighted with a red box, and a red arrow points to it with the text 'CLICK HERE TO SELECT PHOTO FILE NAME'. The 'Product description' field contains the text: 'Weekly Appointment Book, hourly appointments 8 a.m. - 5 p.m. Perforated corners for each reference. Nonrefillable.'

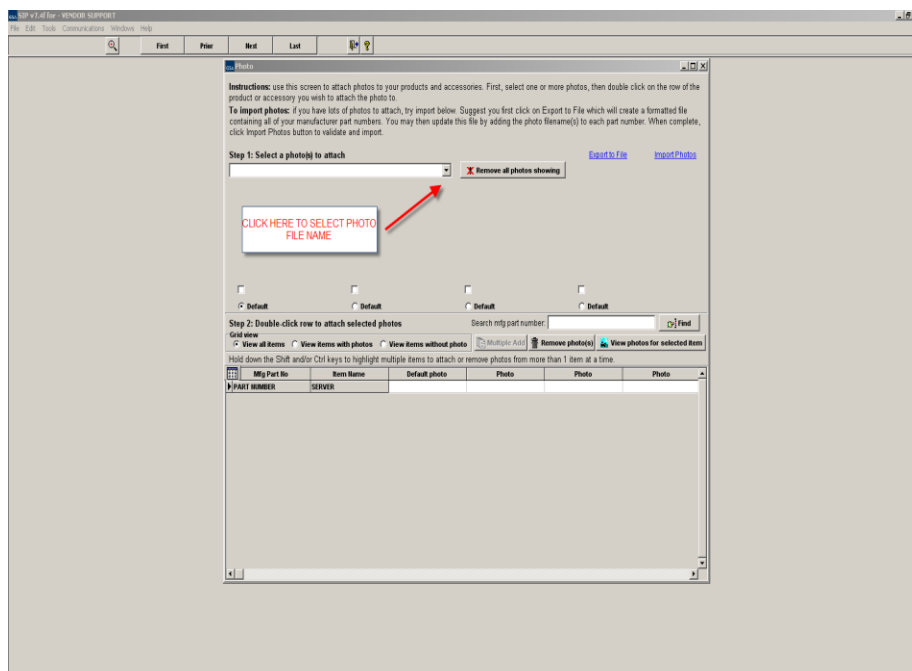
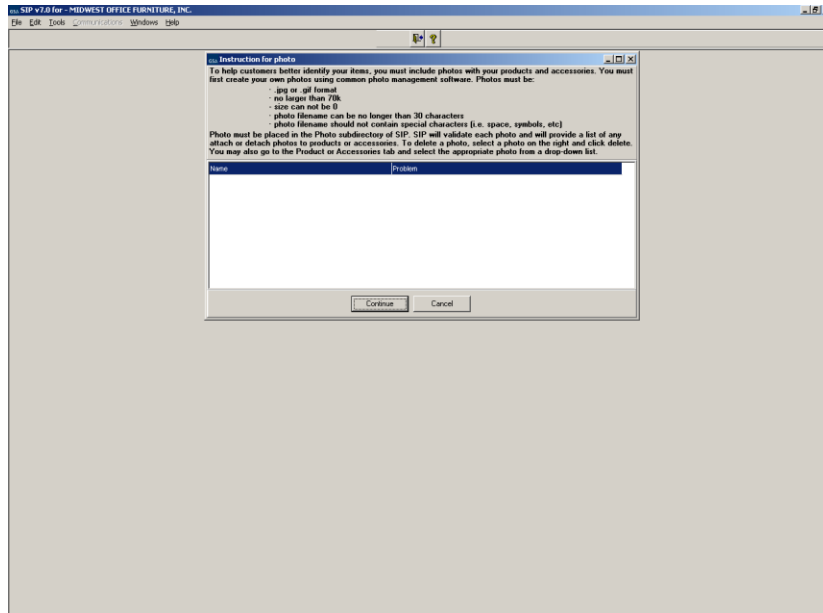
At the bottom, there's a 'Product specific website (may include photo):' text field. Below that is a section for 'Product dimensions' with fields for 'Number/value' and 'Unit of measurement' for Product length, Product width, and Product height.

NOTE: Follow steps 1, 2, and 3 from above to add photos in the Accessory Screen.

4.2 Adding Photos in the Photo Screen

Step 1: Follow steps 1 and 2 from above.

Step 2: Select File → Open → Photos. When Photo Screen appears, select “Continue”.



Step 3: Select the appropriate photo from the photo drop down menu.

Step 4: Double click in the last column of the table to attach/detach a photo.

Note: You can add a single photo to multiple products.

5 IMPORTING PRODUCTS

5.1 Import Program Overview

The import program is used to enter a large number of products into the SIP program at once. It is suggested that vendors with 100 or more products, use the import program to enter their product data into SIP.

5.2 Building Import Files

The import program accepts three file types, ASCII text (.txt), Excel spreadsheets (.xls), and Database files (.dbf). Import Templates are located in the C:\Program Files\SIPV7\import\template or C:\SIPV7\import\template folder. Also refer to the SIP Import Excel document located at the VSC website for detailed information on the Excel Import Templates. For further assistance in regards to ASCII text and dbf files, contact the VSC.

5.3 Shortcut for Building Import Files

The most efficient way to build your import templates is to manually fill out the first 4 screens in the SIP software (Contractor, Contracts, SIN Max Order, Order Payment). Once those sections are complete, follow the steps below:

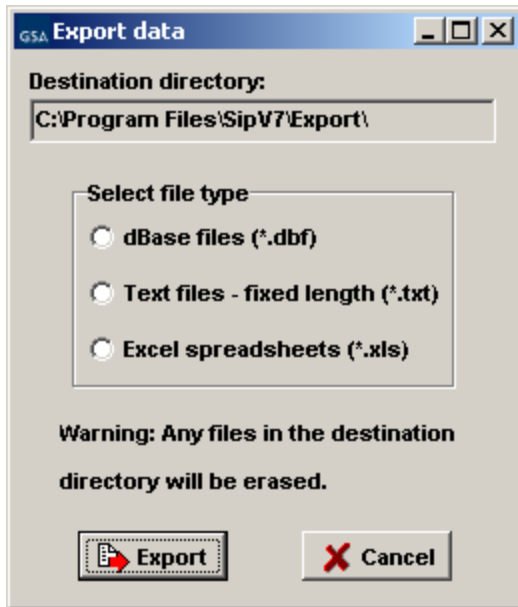
Step 1: Select File → Open, → Products or select the “Product” icon shown below. You cannot access the Product screen until the Contractor, Contracts, SIN Max Order and Order Payment screens are complete.



Step 2: Follow steps 2 – 7 of the Product Information section and manually enter 10 products.

Step 3: Close the Product Information screen and select “File” → “Export”.

Step 4: Select the export file type.



These files will be exported to the C:\Program Files\SIPV7\export or C:\SIPV7\export folder. The first 10 products you entered in SIP will be in the correct import format. Add the rest of your products to the IPROD and IPRICE files, following the format from the 10 files you manually entered (additional spreadsheets may be required if you have accessories, options, volume discounts, zones or colors/fabrics). Once these files have been completed they **MUST** be copied or saved to the C:\Program Files\SIPV7\Import or C:\SIPV7\Import folder for importing.

5.4 Adding Photos Using Spreadsheets

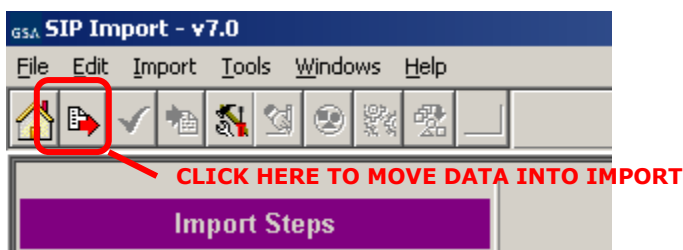
Step 1: Follow steps 1 and 2 from the photo section

Step 2: Enter photo file name with the extension (example: photoname.jpg) next to its corresponding part number under column C in the IPHOTO.xls spreadsheet.

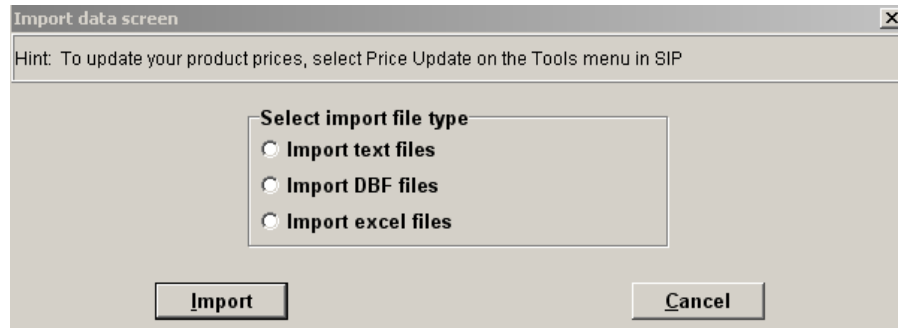
5.5 Importing Files into SIP

To open the SIP Import program, open SIP and select the “Import” icon. You can also access this program by double-clicking the Import32.exe file located in the C:\Program Files\SIPV7\import or C:\SIPV7\import folder.

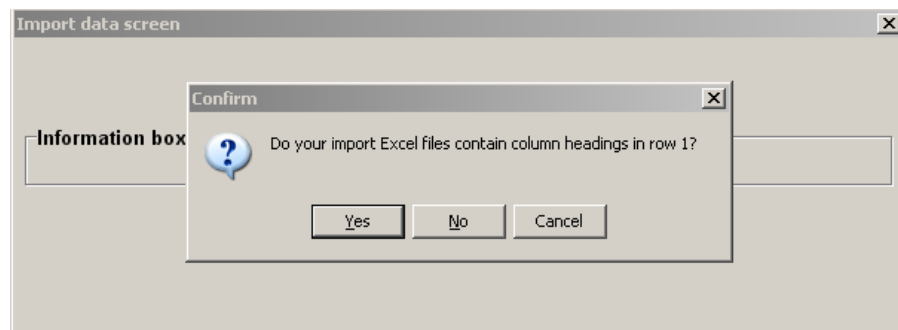
Step 1: Select Import → Move data into import or select the “Move data into import” icon shown below.



Step 2: Import Data screen will appear. Select your file type and select Import.



Sip will ask you if you have column headers, select yes or no depending if you have headers. If you did an export from the SIP program you will have headers.



Step 3: Once this process is complete you may receive errors with the file(s) if data was not entered correctly. If this occurs, correct the error(s) indicated in the error report and begin import process from Step 1.

(*NOTE: If you need assistance with this process, contact the Vendor Support Center.)

Step 4: If there are no errors or when the errors are corrected, select “Import” → “Import Data into SIP” or select the “Import Data into SIP” icon shown in step 1.

Step 5: You will then be asked if you would like to *append* or *replace* the information currently in SIP. If you are replacing the data in SIP with the information in IPRICE and IPROD, you will need the following data in the import folder (IPROD, IPRICE, ICORPET, ICONTR, IMOLS, and IPHOTO files). If you’re appending your data *do not* include ICORPET.

Step 6: Close the SIP import function and open SIP by selecting Step 8 on the import menu.

Note: If you have the ICORPET sheet in the import folder, it will always *replace* the data even if you select append.

ENTERING SERVICE CATALOG INFORMATION

5.6 Creating Text Files

Vendors offering services to the Government use the text file feature to explain their services, labor categories and pricing. This option may also be used to explain custom products with approval from the Contracting Officer.

Step 1: Create a document explaining the services your company offers along with your prices. The formats that are acceptable are Microsoft Word (.doc), Adobe Acrobat (.PDF), Excel Spreadsheet (.xls) and Web Page (.htm/.html). **NOTE: File names must not include spaces or special characters and must not exceed 30 characters.** This document may include but not limited to the following:

- a. Company's Information (name, address, phone and fax numbers, web address, and point of contact information)
- b. Contract Information (contract number, schedule number and description, SIN numbers and description)
- c. Table of Contents
- d. Terms and Conditions
- e. Labor Categories
- f. Labor Categories Description
- g. Price List

NOTE: Check with your Contracting Officer for text file page format.

5.7 Attaching Text Files to SIP

Step 2: Save or copy your text file into the C:\Program Files\Sipv7\text file or C:\SIPV7\textfile folder.

Step 3: Open SIP, select "File" → "Open" → "Text Files" or select the text file icon.

Step 4: Choose "Select File" on the bottom left of the screen

Step 5: Select the drop down arrow and select your file.

NOTE: Any file in the text file folder will appear in the drop down list.

Step 6: Select "Save" at the top of the program.

Step 7: Close Text File screen.

6 UPLOADING CATALOG INFORMATION

6.1 SIP Upload File Types

SIP allows you to upload your product or service information and prices in six (6) file types. SIP catalog file types are:

1. **A70 Original File:** Contains original information to be placed on *Advantage!*
2. **C70 Change file:** Changes made to existing file on GSA *Advantage!*
3. **R70 Replacement file:** Replacing entire catalog on *Advantage!*
4. **W70 Text file:** Text File document
5. **P70A, B, C...etc Photo File:** Contains all photos you have attached in SIP
6. **T70 Temporary Price File:** Any temporary prices start and stop dates.

6.2 Firewall Settings

When uploading using SIP and you are on a network, please make sure you have full administrative rights. FTP (port 22) should be open both inbound and outbound to our web address <http://vsc.gsa.gov>.

6.3 SIP Upload Instructions

After all the products, service and price information are entered into SIP, and you are connected to the internet:

1. Select “Communications” → “Create Catalog File”. This will generate an A70 or C70 file depending if (1) this is the first time uploading with the current SIP program (A70) (2) you’ve made changes to the existing file in SIP (C70). To create an R70 (Replacement) file, select “Communications” → “Create a Replacement File” to replace the catalog on GSA *Advantage!* with the new catalog in SIP. If you have a text file attached, SIP will generate a W70 file.
2. When the program has notified you that the files were created successfully, Select → “Communications” → “Send Catalog File(s)” → “**Send**”. At the top of the dialog box, you will see “Select File Type”. Make sure “**New Catalog**” is selected. Select the button labeled “Click Here to Start Upload” (upload times will vary depending on the size of the files).

6.4 Uploading/Using VSC Website

If you are behind a firewall or having connectivity issues with SIP, you can upload using our Vendor Response Retrieval and Catalog Upload System website

<https://vsc.gsa.gov/sipuser/sipuploadtool.cfm> You can attach SIP files and successfully upload information to GSA *Advantage!*. Before uploading file(s) using the website, create the catalog files using the SIP program (see step 1 in SIP Upload Instructions.)

6.5 Website Upload Conditions

The Vendor Response Retrieval and Catalog Upload System website is only used if you cannot upload using SIP because of firewall issues, or connectivity issues.

Website Upload Instructions

1. Log into the Vendor Response Retrieval and Catalog Upload System website <https://vsc.gsa.gov/sipuser/sipuploadtool.cfm> using your GSA contract number and user name. Select the "Upload" radio button and select "Proceed".
2. Click on the browse button(s). From the "Choose File" box and browse to C:\Program Files\Sipv7\Upload or C:\SIPV7\Upload folder.
3. Attach file(s) from this location. When attaching a photo file (P70A, B, C...) use the browse button for photo. You can only upload A70, C70, R70, W70, P70A, B, C..., T70 Or V70 extensions
4. After all files are attached to the website, click on button labeled "Upload Files".

The website will notify you of a successful upload. After uploading catalog files, please log out of website.

7 DOWNLOADING AND PROCESSING RESPONSE FILES

After files are uploaded successfully through SIP, a message will appear each time SIP is accessed. This message will read, "**SIP is waiting on a response file...**" until the electronic response file(s) are downloaded and processed. Electronic response files are available via SIP the day after you receive a fax or e-mail response from your GSA contracting officer.

Download file types: **.A70= Original file, .C70= Change file, .R70= Replacement file, .W70= Text file**

7.1 Downloading and Processing Files

Step 1: Open SIP. A message will appear "SIP is waiting on a response file..."

Step 2: Select "I want to download".

Step 3: Select "Check for Response Files". **Must be connected to the internet to download response file(s). If you experience connectivity problems or if file is not available for download, send e-mail to vendor.support@gsa.gov or call the Vendor Support Center at 877-495-4849.**

Step 4: Once download is complete, click OK and close the dialog box

Step 5: Dialog box will appear stating, "Response files are ready to be processed." Select "Process Now." After processing is complete, you can review the file.

Step 6: Close the screen to return to the main menu

7.2 Connectivity Errors

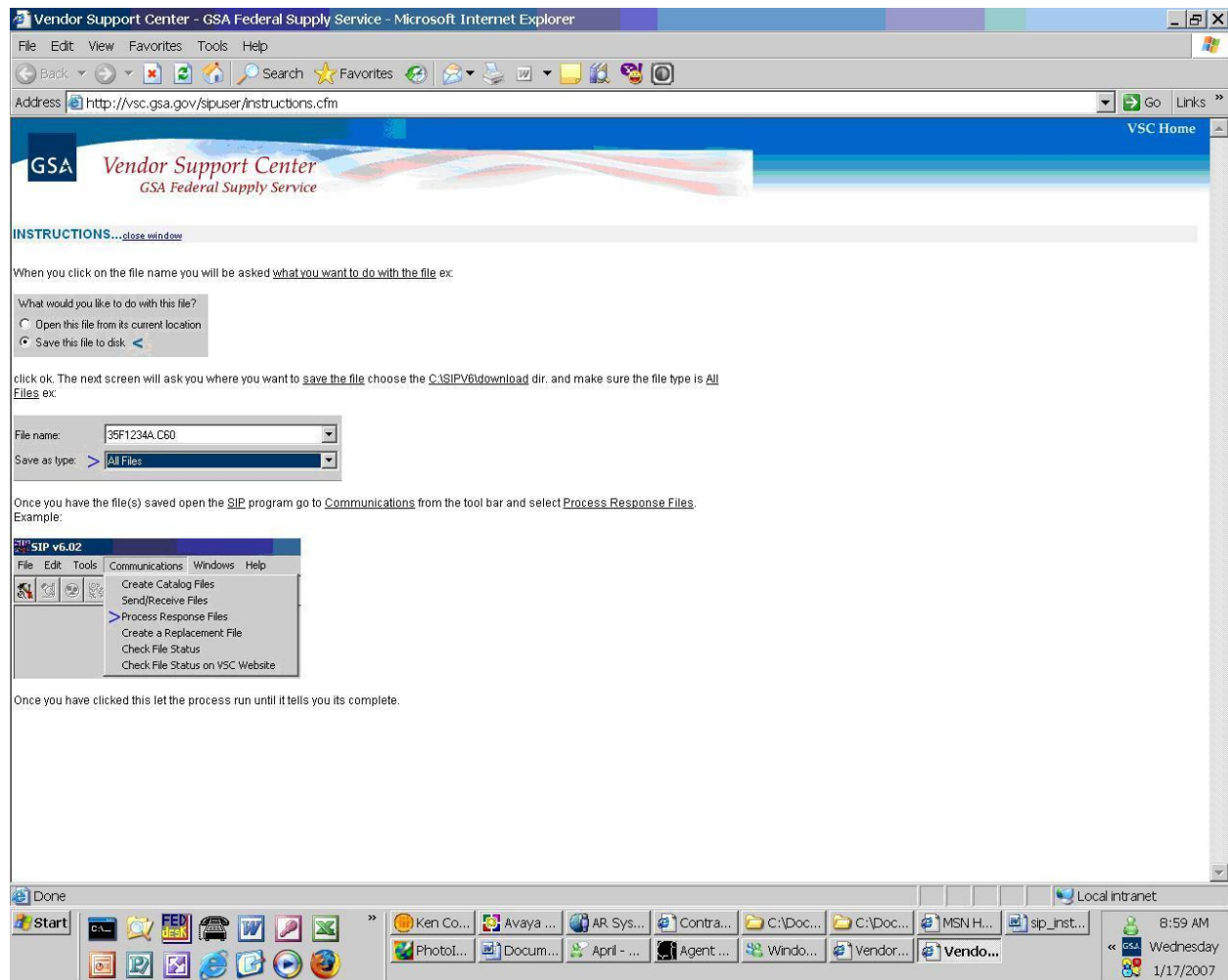
If you've uploaded using the Vendor Response Retrieval and Catalog Upload System, follow the steps below.

Step 1: Go online to the Vendor Response Retrieval and Catalog Upload System (<https://vsc.gsa.gov/sipuser/sipuploadtool.cfm>).

Step 2: Enter your contract number and username, select "Download", and click "Login".

The screenshot shows the Vendor Support Center (GSA Federal Acquisition Service) login page. The page has a header with the GSA logo and navigation links: "I Want a Contract", "All Things Green", "Marketing", "Administration", and "Education". Below the header is a breadcrumb trail: "Home / SIP User / Upload Tool". The main heading is "Vendor Response Retrieval and Catalog Upload System". A welcome message states: "Welcome to the GSA Advantage! upload center. This site allows SIP users to upload catalog files and download response files that can't upload/download via SIP for any reason. Please login below and tell us what action you need to take." The login form includes a "Contract Number" field with an example "GS99F9999A", a "Username" field, and a "What would you like to do?" section with radio buttons for "Upload" and "Download". A "Continue" button is at the bottom of the form.

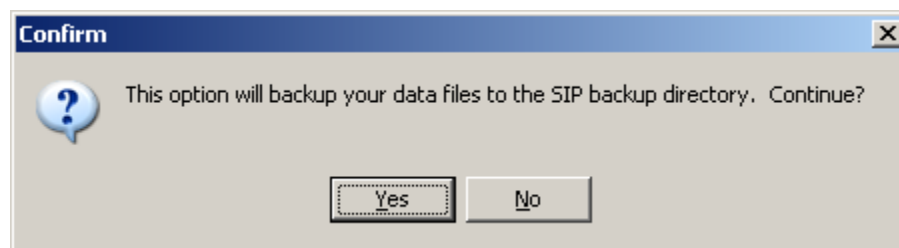
Step 3: Follow **the** instructions in the screen shot below.



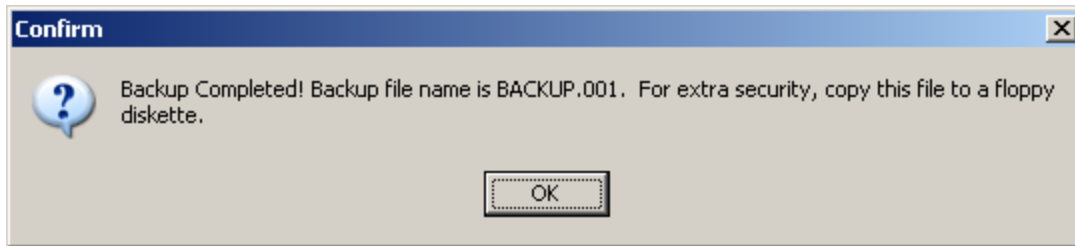
8 BACKING UP AND RESTORING SIP DATA

8.1 Backing up SIP Data

To backup data, select “Tools” → “Backup”.



Select “Yes”

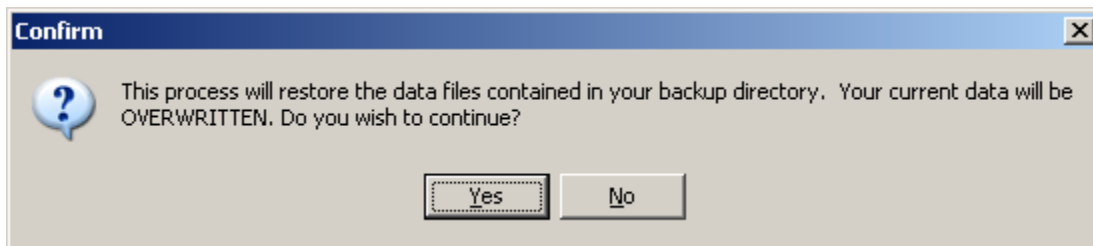


Select "OK" to complete process.

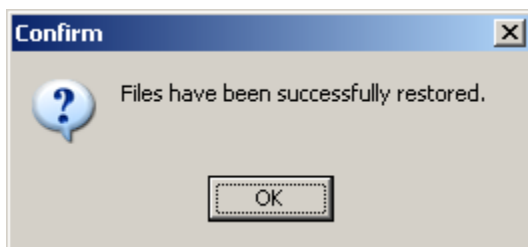
The process created a file called backup.001. This file is located in the C:\Program Files\SIPV7\backup folder. **Keep a copy of this file in another location (CD, floppy, network drive, etc.). If you lose your SIP data and do not have a backup file, you must re-enter the entire catalog in SIP. We do not keep copies of this file.**

8.2 Restoring SIP Data

Copy the backup.001 file into the C:\Program Files\SIPV7\backup or C:\SIPV7\backup folder. Open SIP and select "Tools" → "Restore".



Select "Yes" to restore SIP data.



Select "OK"

9 UPGRADING SIP VERSION

SIP version 7.x automatically searches for upgrades when the SIP program is opened and will upgrade to version 7. For versions earlier than 6.x or for those with firewalls preventing automatic upgrades please read below:

9.1 Upgrading SIP Version 7.x with Firewall

If SIP version 7.x does not upgrade automatically to the newest version of 7, follow section 6.1 “Back up SIP Data”. Download latest version of SIP from the Vendor Support Center website (<http://vsc.gsa.gov>), and then follow section 6.2 “Restoring SIP Data”. *After you backup your data, save the backup.001 file on a different drive to prevent any data loss.*

9.2 Upgrading From SIP Version 5.2

Contact the VSC

10 VENDOR SUPPORT CENTER CONTACT INFORMATION

For any problems regarding SIP or SIP documentation, send an email to vendor.support@gsa.gov or call the Vendor Support Center at (703) 305-6235 or toll free at (877) 495-4849.

INDEX

Contractor Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Contractor Name	Y	Company/Business Name
DUNS	Y	Dun and Bradstreet Number
Password Provided by GSA	Y	Password provided at the time of SIP registration.
Division Name	N	Not required
Address 1	Y	Company/Business Street Address
Address 2	N	Additional address info. (ex. Suite 900)
Country	Y	Country
City	Y	City
State	Y	State
Zip Code	Y	Zip Code
Telephone	Y	Business Phone Number
Fax	Y	Business Fax Number
Website	N	Business website/URL

Contracts Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Schedule Number	Y	GSA Schedule Category Number
Contract Number	Y	Assigned GSA Contract Number
Modification Number	N	Required only when there is a modification to original contract. Modification Number will be given by assigned Procurement Contracting Officer (PCO).
Catalog Effective Date	Y	Date GSA contract was awarded
Name	Y	Company Contract Administrator's name
Phone	Y	Company Contract Administrator's phone number
Fax	Y	Company Contract Administrator's fax number
E-Mail	Y	Company Contract Administrator's e-mail address
Prompt Pay Info	N	Additional discount if payment is made within a certain number of days
Warranty	Y	Warranty information; if no warranty applies select "No Warranty" from drop down menu
Production Points	Y	Country(ies) where products are manufactured. If you provide services use "US"
Minimum Order	Y	Minimum order amount
Time of Delivery	Y	Time of Delivery of products: <i>Shipped</i> – Products will be shipped in indicated number of days after the receipt of order <i>Delivered</i> – Products will be delivered in the indicated amount of days after the receipt of order Contracts providing services must select "from date

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
		of award to date of completion”
FOB Points	Y	Freight information D – Destination O – Origin – Freight prepaid by seller W – Worldwide (Continental US = destination, Outside Continental US = origin) N – No delivery to this destination

Products Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Contract Number	Y	Assigned GSA Contract Number
SIN	Y	Special Item Number
UPC/GTIN	N	
Manufacturer	Y	Manufacturer of Product
Manufacturer part/model number	Y	Manufacturer part/model number of product
Contractor part number	N	Contractors that use their own part number scheme rather than the manufacturers part number
National Stock Number (NSN)	N	National Stock Number
Product/Item Name	Y	Name of Product or Item
Photo Name	N	Filename of photo associated with product - Note: The Photo Name field can only be entered when all appropriate photos files have been placed in the C:\Program files\SIPV7\Photo folder and follow all photo criteria. Please refer to the “Adding Product Photos” section.
Product Description	Y	Detailed description of products. (1000 character limit)
Product Specific Website	N	URL for webpage with product information or company website
Product Length	N	Length of product packaging – NOTE: This field is required when FOB point value is O or W.
Product Width	N	Width of product packaging – NOTE: This field is required when FOB point value is O or W.
Product Height	N	Height of product packaging – NOTE: This field is required when FOB point value is O or W.
Unit of Measurement	N	Unit of measurement used for product length, width, and height - NOTE: This field is required when Product Length, Width, and Height are entered.
Shipping Unit	N	Shipping weight of packaged product - NOTE:

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Weight		This field is required when FOB point value is O or W.
Shipping Package Cube	N	Shipping Package Cube (cubic feet) - NOTE: This field is required when FOB point value is O or W.
Unit of Issue	Y	Unit in which the product is issued/sold
Quantity Per Unit	N	This field is activated when the Unit of Issue requires additional information.
Order Increment	N	Order increment information
Time of Delivery	Y	Number of days in which product will be delivered.
Warranty	Y	Warranty information.
Production Points	Y	Country in which product is manufactured.

Price Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Unit of Issue	Y	Cannot be edited in pricing screen. Must be edited in product information screen.
Quantity per unit	N	Cannot be edited in pricing screen. Must be edited in product information screen.
Order Increment or minimum	N	Cannot be edited in pricing screen. Must be edited in product information screen.
Standard Pack	N	Cannot be edited in pricing screen. Must be edited in product information screen.
Catalog Price	Y	Catalog/Commercial Price
GSA Price	Y	GSA Price
Temp Price	N	Temporary discount price – must be lower than GSA price
Effective Date From	N	Temporary discount start date – required if temp price is entered
Effective Date To	N	Temporary discount end date – required if temp price is entered

QTY/Vole Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Start Range	Y	Start range (quantity or dollar volume amount) of current break. Start range MUST be 1 greater than previous end range. First start range must be greater than 1. The number 1 is already assumed to be the original GSA price.
End Range	Y	End range (quantity or dollar volume amount) of current break. The final end range value MUST be entered as 999999999 to indicate infinite value OR up to maximum order.
GSA Discount price	Y if →	GSA discount price OR discount percentage is to be entered. Both fields cannot be used.
Discount %	Y if →	GSA discount price OR discount percentage is to be entered. Both fields cannot be used.
Discount Conditions	N	Conditions to discounts that may apply to the product.

Accessories Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Contract Number	Y	Assigned GSA Contract Number
SIN	Y	Special Item Number
Manufacturer	Y	Manufacturer of Accessory
Manufacturer part/model number	Y	Manufacturer part/model number of accessory
Contractor part number	N	Contractors that use their own part number scheme rather than the manufacturers part number
National Stock Number (NSN)	N	National Stock Number
Accessory/Item Name	Y	Name of Accessory or Item
Photo Name	N	Filename of photo associated with product - Note: The Photo Name field can only be entered when all appropriate photos files have been placed in the C:\Program files\SIPV7\Photo folder and follow all photo criteria. Please refer to the “Adding Product Photos” section.
Attach Product	Y	Attach a product to the accessory. All accessories must be attached to at least one product.
Accessory Description	Y	Detailed description of accessory. (1000 character limit)
Accessory Specific Website	N	URL for webpage with accessory info or company website

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Accessory Length	N	Length of accessory packaging – NOTE: This field is required when FOB point value is O or W.
Accessory Width	N	Width of accessory packaging – NOTE: This field is required when FOB point value is O or W.
Accessory Height	N	Height of accessory packaging – NOTE: This field is required when FOB point value is O or W.
Unit of Measurement	N	Unit of measurement used for accessory length, width, and height - NOTE: This field is required when Accessory Length, Width, and Height are entered.
Shipping Unit Weight	N	Shipping weight of packaged accessory - NOTE: This field is required when FOB point value is O or W.
Shipping Package Cube	N	Shipping Package Cube (cubic feet) - NOTE: This field is required when FOB point value is O or W.
Unit of Issue	Y	Unit in which the accessory is issued/sold
Quantity Per Unit	N	Required when Unit of Issue is BOX, CASE, PACK, etc. Used to provide quantity within the BOX, CASE, PACK, etc.
Order Increment	N	Order increment information
Time of Delivery	Y	Number of days in which accessory will be delivered.
Warranty	Y	Warranty information
Production Points	Y	Country in which accessory is manufactured

Options Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Group Name	Y	Accessory group name
Manufacturer Part #	Y	Manufacturer's accessory part number
Option Type	Y	How option will relate to base product. Values are I=included, S=substituted, A=added, and O=none can be selected for group. NOTE: Option type "S" can only be used if first option in group has an option type "I".
Description	Y	Accessory description
Manufacturer	Y	Manufacturer of accessory
Price or Credit	Y	Price or credit of accessory
Quantity	Y	Number of accessory(s)
Unit	Y	Unit of measurement of accessory